



Town of Gilbert
50 E. Civic Center Drive
Gilbert, AZ 85296
480.503.6818
www.gilbertaz.gov

**Informal Request for Information (RFI) for Tourism Strategic 5-Year Plan
Economic Development Department
Informal RFI Number: 321000167**

Issue Date: November 5, 2020

Response Date and Time DUE Date: November 19, 2020 5:00 p.m.
Please email responses to [Terry Kelley Terry.Kelley@GilbertAZ.gov](mailto:Terry.Kelley@GilbertAZ.gov) on or before the due date and time

Dear Interested Party:

The Town of Gilbert, Arizona (the "Town"), is seeking to obtain information on a Tourism Strategic 5-Year Plan and is seeking qualified proposers to respond to this Request for Information ("RFI").

The purpose of this RFI is to identify potential suppliers, as well as gather information on a Tourism Strategic 5-Year Plan.

General Requirements:

Gilbert Tourism Strategic Plan (beginning 2022) – Request for Information

The Gilbert Office of Economic Development is seeking information related to tourism strategic planning projects at the municipal level. We are working in anticipation of the completion of our current 5-year strategic plan and looking to develop a scope of work and budget for approval and implementation in fiscal year 2021-2022.

Please submit information about your organization and specialties related to the tourism sector and strategic planning. Most importantly, we are looking for project examples that include a scope of work and the related budget. Recently implemented planning projects are preferred.

We will use the information to develop a scope of work for a tourism strategic plan and the related budget request.

Purpose for this Informal Request for Information

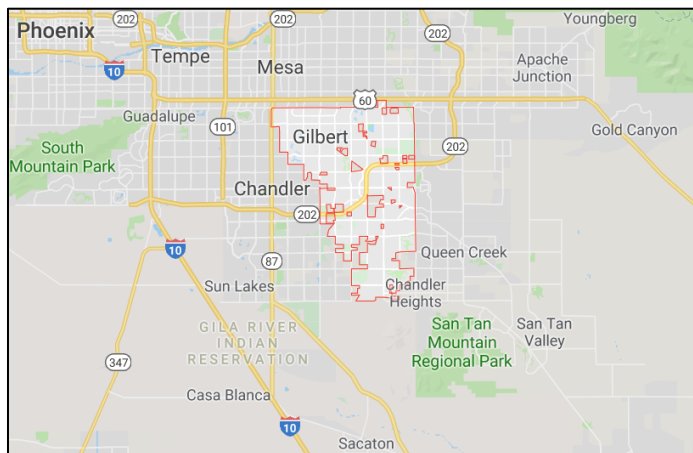
This Informal Request for Information (RFI) is issued as a means of information gathering.

Participation in this informal RFI is voluntary. The Town will not pay for the preparation of any information submitted by a respondent or for the Town's use of that information.

Gilbert invites interested parties to submit a response.

TOWN OF GILBERT BACKGROUND

Gilbert is a town in Maricopa County, Arizona, United States, located southeast of Phoenix. The Town is the sixth-largest municipality in Arizona and the fifth-largest in the Metropolitan Phoenix Area. Gilbert is a forward thinking, innovative and data driven town that is striving to be the 'City of the Future.' In recent years, the Gilbert workforce has been focused on sharing data via the Opendata platform for the citizens to access.



Responses are voluntary and shall not bind either the respondent or the Town in any way. The Town is not responsible for any costs incurred by the respondent to develop a response to this informal RFI.

INTRODUCTION AND VENDOR INSTRUCTIONS

Significant Dates

It is intended that the following dates will govern this process. They are subject to change at the discretion of the Town of Gilbert.

Activity		Date/Time
Informal RFI Issue Date		November 5, 2020
Response Submission Deadline		November 19, 2020 5:00 p.m.

Communication with the Town of Gilbert

All communications regarding this informal RFI from Vendors and other sources must be directed to the Purchasing Officer as follows:

Title	Purchasing Officer
Name	Terry Kelley
Address	Town of Gilbert 50 E. Civic Center Drive Gilbert, AZ 85296
Email	<u>Terry.Kelley@gilbertaz.gov</u>

Contact with the Town of Gilbert or any of their employees regarding this RFI is expressly prohibited without prior consent of the Purchasing Officer.

Vendors are encouraged to submit questions, comments, make requests for information or clarifications. All questions must be submitted via email to Terry.Kelley@gilbertaz.gov

Submittal Requirements

Responses must be emailed in pdf format to Terry Kelley Terry.Kelley@gilbertaz.gov on or before the Submission Deadline date **November 19, 2020 by 5:00 p.m.**

Late responses will not be accepted. Your email subject line must read “[Your Company Name] RFI- 321000167 Tourism Strategic 5-Year Plan”. **Please make sure there is a name and email address included so we can contract you**

In addition, Vendors must conform to the following:

- Any costs associated with preparing a response to this informal RFI are the sole responsibility of the Vendor.
- All responses and supporting materials as well as correspondence relating to the informal RFI become the property of the Town when received.
 - Any proprietary information contained in the response should be so indicated.
- The Vendor is responsible for assuring response delivery on or before the stated date and local time as well as for any associated costs. The Town is not responsible for lateness for any reason.

Review Process

- Review will be conducted by the Town in order to develop a Scope of Work (SOW) for a future Request for Proposal (RFP) which may be issued at a later date.

Questions / Inquiries

Questions and inquiries regarding this informal RFI must be directed to Terry Kelley Terry.Kelley@GilbertAZ.gov at (480) 503-6951.